

Guideline for Submitting Requests for Alternate Material and Method, Exemption, or Rule Interpretation

Construction Review Services (CRS) administers the alternate material and method, exemption, and rule interpretation process for physical plant regulations in Department of Health and Department of Social Health Services licensed facilities. This guideline is intended to aide facilities in submitting such requests in a manner that speeds up the analysis process, and helps ensure that the information provided by the facility will assist the Department in making well informed decisions that protect the health of people in Washington State.

When such requests are analyzed, both the facility and the Department must be able to answer specific questions. Department staff, as well as experts on specific subject matters, will analyze the requests. The timeline for granting the request may vary depending on the relevancy of applicable and significant data provided. The request should provide enough information for the Department to make a practical decision; therefore, granting a request cannot:

1. Negate the purpose or intent of the rule.
2. Place the safety or health of the patients/residents in the facility in jeopardy.
3. Lessen any fire, life safety, or infection control provision of any other codes, regulations, or standards.

Providing the following information in the request will help ensure a quicker and equitable outcome to the request.

- A. Provide an opening statement that describes the project. Describe the type of services provided, the buildings physical limitations, and any other amenities that are provided that would be a beneficial factor for approving the request.
- B. Cite the specific rule or regulation for which the alternate material or method, exemption, or interpretation is being requested.
- C. Explain your understanding of the history and intent of the rule.
- D. The facility will need to justify how the request meets the needs of the patient or resident, and how the Department's granting the request will still meet the intent of the rule. If referenced and available, provide technical or research data that supports your request.

When providing supporting data it is a good idea to:

1. Locate the room(s) or area on a floor plan. List room(s) by name/number and function.
2. Describe the function of the room or area and its use for patient care.
3. Provide information on the types of procedures performed in the room or area. The information should explain the invasiveness of the procedure, as well as the equipment that is needed to properly perform the procedure.
4. Provide an explanation as to why the request is being made. Discuss the request and its affects on patient/resident care, infection control, and fire and life safety.
5. Explain how the request meets the intent of the rule.

To help speed up the process, requests should be **from the facility administrator addressed to the applicable licensing office Director, as well copied to CRS:**

Department of Health Licensed facilities:

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P.O. Box 47852
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Department of Social and Health Services licensed facilities:

Patricia Lashway, Director
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Subject to change without notice.

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